



CANNON BUILDING  
861 SILVER LAKE BLVD., SUITE 203  
DOVER, DELAWARE 19904-2467

**BOARD OF FUNERAL SERVICES**

TELEPHONE: (302) 744-4500  
FAX: (302) 739-2711  
WEBSITE: [DPR.DELAWARE.GOV](http://DPR.DELAWARE.GOV)  
EMAIL: [customerservice.dpr@state.de.us](mailto:customerservice.dpr@state.de.us)

MEETING MINUTES:	<b>BOARD OF FUNERAL SERVICES</b>
DATE AND TIME:	<b>July 24, 2018 at 10:00 a.m.</b>
PLACE:	861 Silver Lake Boulevard, Dover, Delaware <b>Conference Room B</b> , second floor of the Cannon Building
MINUTES FOR APPROVAL:	<b>September 25, 2018</b>

**MEMBERS PRESENT**

S. Keith Parsell, Professional Member, President  
Jane Hovington, Public Member (arrived 10:03 a.m.)  
Danna Levy, Public Member (arrived 10:15 a.m.)  
Nicholas Picollelli, Professional Member  
Harvey Smith, Jr., Professional Member  
Bill Torbert, Professional Member

**MEMBERS ABSENT**

None

**DIVISION STAFF**

Adriene Davis, Administrative Specialist II  
Meredith Hurley, Administrative Specialist II  
Kevin Maloney, Deputy Attorney General

**PUBLIC PRESENT**

None

**CALL TO ORDER**

Mr. Parsell called the meeting to order at 10:02 a.m.

**REVIEW AND APPROVAL OF MINUTES**

Meeting Minutes – May 22, 2018

Mr. Smith moved, seconded by Mr. Torbert, to approve the May 22, 2018 meeting minutes as written. By unanimous vote, the motion carried.

**UNFINISHED BUSINESS**

Review of Title 16 Chapter 4204 – Care and Transportation of the Dead

Mr. Torbert moved, seconded by Mr. Picollelli, to send the suggested changes to DHSS for their review. By unanimous vote, the motion carried.

Mr. Maloney stated that he will send an invitation to the DHSS representative to attend the next scheduled meeting if they choose to discuss the recommendations.

#### Review of Applications for Licensure

Mr. Smith moved, seconded by Mr. Picollelli, to approve Capitol Crematory Services for a crematory establishment permit. The motion carried with Mr. Torbert recusing.

Mr. Smith moved, seconded by Mr. Torbert, to approve First State Cremation Center, Inc. for a crematory establishment permit. By unanimous vote, the motion carried.

#### **NEW BUSINESS**

##### Review of Applications for Continuing Education Approval

Mr. Torbert moved, seconded by Mr. Picollelli, to approve the continuing education submitted by Life Celebration Inc. for "Funeral Mass Customization – Providing Families Only and Exactly What They Want". By unanimous vote, the motion carried.

##### National Board News Article

The Board reviewed the article that Mr. Parsell composed for The Conference that outlines the updates to the statute and regulation changes the Board has had over the past few years. This information was requested for a newsletter that The Conference will be sending out to member boards.

Ms. Hovington moved, seconded by Mr. Smith, to release the article to The Conference for their upcoming newsletter. The motion carried with Mr. Parsell recusing.

#### **CORRESPONDENCE**

There was no correspondence.

#### **OTHER BUSINESS BEFORE THE BOARD (For discussion only)**

The Board was notified that the Division has placed a moratorium on any regulation changes until the new licensing system for the Division is in place. The moratorium is expected to last until the end of 2019.

Mr. Parsell asked about the status on the inspector for funeral homes and crematories. At this time, there was no news on the hiring or inspection process.

#### **PUBLIC COMMENT**

There was no public comment.

#### **NEXT MEETING**

The next Board meeting is scheduled for Tuesday, September 25, 2018, at 10:00 a.m. in Conference Room B, second floor of the Cannon Building, 861 Silver Lake Boulevard, Dover, Delaware.

#### **ADJOURNMENT**

There being no further business before the Board, Mr. Torbert moved, seconded by Ms. Levy, to adjourn the meeting at 10:30 a.m. By unanimous vote, the motion carried.

Respectfully Submitted,

A handwritten signature in black ink that reads "Meredith Hurley". The signature is written in a cursive style with a large, stylized 'M' and 'H'.

Meredith Hurley  
Administrative Specialist II